



**Executive Committee Meeting**

**March 19, 2019**

**RCPC Board Room**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the January 15, 2019 committee meetings.

**Action Items**

1. **Budget Reversion Request – Color Me Healthy for SNAP Ed (CMH)**

**Background:** The Board of Directors must approve all budget reversions.

**Issue:** RCHD requests to amend the CMH budget by reverting $6,656.00. CMH requests to decrease the contracted services line item by $6,656.00 due to staffing vacancies.

**Recommendation:** It is recommended that the committee consider approving the CMH budget reversion request.

1. **Budget Reversion Request – Evaluation (Eval)**

**Background:** The Board of Directors must approve all budget reversions.

**Issue:** RCPC requests to amend the Eval budget by reverting $2,950.00. EQST requests to decrease the contracted services line item by $2,950.00 due to decreased contracted services.

**Recommendation:** It is recommended that the committee consider approving the Eval budget reversion request.

1. **Budget Reversion Request – NCPK Transportation TANF**

**Background:** The Board of Directors must approve all budget reversions.

**Issue:** RCPC requests to amend the NCPK Transportation TANF budget by reverting $2,868.00. NCPKT TANF requests to decrease the purchase of services line item by $2,868.00 due to low TANF transportation enrollment.

**Recommendation:**  It is recommended that the committee consider approving the NCPK Transportation TANF budget reversion request.

1. **Budget Amendment Request– NCPK Transportation Non-TANF**

**Background:** The Board of Directors must approve all budget amendments.

**Issue:** RCPC requests to amend the NCPK Transportation Non-TANF budget by increasing the budget by $1,840.00. NCPK Transportation Non-TANF requests to increase the purchase of services line item by $1,840.00 due to increased Non-TANF transportation enrollment.

**Recommendation:** It is recommended that the committee consider approving the NCPK Transportation Non-TANF budget amendment request.

1. **Budget Amendment Request– Program Coordination (PC)**

**Background:** The Board of Directors must approve all budget amendments.

**Issue:** RCPC requests to amend the PC budget by increasing the PC budget by $9,949.00. The amendment request increases the following line items: contracted services by $4,250.00, service related supplies by $2,299.00, classified advertising by $1500.00, furniture/non-computer equipment by $1,300.00, and computer equipment/printers over $500 by $600.00. Additional funding will allow for contracted monitoring services, needed outreach materials, advertising materials, and needed office supplies and equipment.

**Recommendation:** It is recommended that the committee consider approving the PC budget amendment request.

1. **Budget Amendment/Revision Request– Parents As Teachers (PAT)**

**Background:** The Board of Directors must approve all budget amendments and revisions.

**Issue:** RCHD requests to amend the PAT budget by increasing the PAT budget by $685.00. The amendment request increases the following line items: personnel by $384.00 and service related supplies by $311.00. In addition, PAT requests to revise the budget by decreasing the dues & subscriptions line item by $10.00. The requested line item amendments will allow funding salary increases and purchases of new evaluation kits.

**Recommendation:** It is recommended that the committee consider approving the PAT budget amendment and revision requests.

1. **2019-2020 New Contract Activity Description Request –Program Coordination, Community Outreach & Evaluation (PCC & E)**

**Background:** The Board of Directors must approve all CADs.

**Issue:** RCPC requests to create the PCC & E CAD to combine the current Program Coordination and Community Outreach and the current Program Evaluation CADs. The proposed 2019-2020 PCC & E CAD is as follows:

The Robeson County Partnership for Children will provide program coordination, community education, and evaluation activities. Technical assistance will be provided to service providers as needed. Staff will coordinate meetings with all service providers, monitor and evaluate all service activities and offer evaluation training to service providers, as needed, to build their evaluation knowledge and skills. In addition, this activity will further develop an access database to assist the analysis of data. A final evaluation report will be submitted by each service provider to the Partnership at the end of the fiscal year. At that time an annual report will be produced for the Partnership Board. Other responsibilities will include the Request for Proposal process, annual submission of activities process, oversight of the website, and updating the Robeson County Early Childhood Resource Guide, as funds allow. A volunteer service department will be managed. Additionally, the staff may host a Volunteer Appreciation Event. RCPC will partner with service providers and other community agencies to provide the Week of the Young Child events, Smart Start Day, and other awareness activities. Additionally, Robeson County Partnership for Children may contract with an evaluation consultant.

**Recommendation:** It is recommended that the committee review and consider approving the new PCC & E CAD request.

1. **2019-2020 Name & Contract Activity Description Revision Request –Color Me Healthy For SNAP-Ed**

**Background:** The Board of Directors must approve all CAD revisions.

**Issue:** Robeson County Health Department requests to change the name of Color Me Healthy for SNAP-Ed to Color Me Healthy Robeson. The proposed 2019-2020 CAD is as follows:

Up to three hundred Robeson County children, ages 4 to 5, in up to 20 child care and pre-school classrooms will receive the Color Me Healthy Robeson Program through a partnership with the Robeson County Health Department and Robeson County Cooperative Extension. Color Me Healthy Robeson is an evidenced informed nine lesson program that uses color, music, dance and imaginary play to provide opportunities for physical activity and to teach children about fruits and vegetables. Each classroom will receive a Color Me Healthy Robeson kit for curriculum delivery. Newsletters will provide families with information about healthy eating and physical activity. Educational books and materials may be given as incentives for children participating in the program. A full-time Color Me Healthy Robeson Coordinator will be hired through Smart Start funding to implement the program and ensure its fidelity.

**Recommendation:** It is recommended that the committee review and consider approving the Color Me Healthy for SNAP-Ed 2019-2020 name and CAD revision requests.

1. **2019-2020 Contract Activity Description Revision Request –Subsidy**

**Background:** The Board of Directors must approve all CAD revisions.

**Issue:** RCDSS requests to revise the 2019-2020 Subsidy CAD to meet the new NCPC required Ask Why responses. Subsidy requests to revise their current CAD to include, “Robeson County DSS - Subsidy Services - uses Smart Start money to fund childcare for children in 3 star facilities for two reasons: lack of slots in 4 and 5 star facilities only and parental choice of provider.”

**Recommendation:** It is recommended that the committee review and consider approving the Subsidy CAD revision request.

1. **DSP Subcontractor Approval**

**Background:** The Board of Directors must approve any subcontractors requested by Direct Service Providers.

**Issue:** Professional Development Services requests the use of subcontractors for the following activity components:

James Smiling is being requested to conduct Praxis Core face**-**to-face workshop trainings for math in 2019

Invoke Learning, LLC educational consultants is being requested to conduct Praxis Core face**-**to-face workshop trainings for reading in 2019

1. **FY 2019 -2020 Budget Recommendations to Board of Directors**

**Background:** The Grants Review Committee performed a comprehensive review of Smart Start grant applications and budget requests and made budgetary recommendations to the Executive Committee.

**Issue:** Based on prior recommendations, the Grants Review Committee requests that the Executive Committee consider the following budget amounts for FY 2019-2020. The Grants Review committee also recommends that the Executive committee approve up to this amount allowing for budget changes during initial and full budget allocations by North Carolina Partnership for Children, Inc.

**Recommendation:** It is recommended that the Executive Committee review the 2019-20120 budget recommendations and consider approving/revising the amounts for 2019-2020:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Current 2018-2019 Budget (to the nearest whole dollar)** | **Budget Amount Recommended from Grants Review Committee** | **Budget Amount Recommended to Board of Directors for 2019-2020**  |
| 1) | Environment Quality Star Tracks | $230,043 |  $ 223,116  |   |
| 2) | Professional Development Services | $287,765 |  $ 287,329  |   |
| 3) | Nurse Family Partnership | $106,238 |  $ 107,884  |   |
| 4) | Parents As Teachers | $142,763 |  $ 144,354  |   |
| 5) | Dolly Parton Imagination Library | $5,000 |  $ 5,000  |   |
| 6) | NC Pre-K Transportation | $154,898 |  $ 167,900  |   |
| 8) | Program Coordination and Community Outreach | $138,770 | $210,678 |    |
| 9) | Program Evaluation | $80,908 |
| 10) | Partnership Administration | $210,663 |  $ 210,663  |   |
| 11) | Subsidy | $1,052,239 |  $ 1,052,239  |   |
| 12) | Subsidy Administration | $61,211 |  $ 52,062  |   |
| 13) | Ready, Set, Go  | $123,403 |  $ 125,800  |   |
| 14)  | Color Me Healthy for SNAP-Ed  | $53,286 |  $ 62,704 |  |
| 15) | Fundraising | $19,691 | $28,000 |  |
| 16) | Unallocated | $0 | $0 |   |
|   | **Total Amount Allocated** | **$2,684,729\*** | **2,677,729** |  |

\* Total includes $7,000 of carry forward funds that are not recurring beyond the 2018-2019 FY.

1. **Annual Review of Monitoring Policies and Procedures**

**Background:** The Board of Directors review the Monitoring Policies and Procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the monitoring policies and procedures with no changes.

1. **Annual Review of Bylaws**

**Background:** The Board of Directors review the bylaws on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the bylaws without changes.

1. **Annual Review of Contracting Policies and Procedures**

**Background:** The Board of Directors review the contracting policies and procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the contracting policies and procedures with no changes.

1. **Annual Review of Volunteer Policies and Procedures**

**Background:** The Board of Directors review the volunteer policies and procedures on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the volunteer policies and procedures with no changes.

1. **Annual Review of ED Succession Plan**

**Background:** The Board of Directors review the ES Succession Plan on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the ED Succession Plan with no changes.

1. **Cost Allocation Plan**

**Background:** The Board of Directors must approve any changes to the cost allocation plan.

**Issue:** The Cost allocation plan has been updated to remove Alexander Hargraves.

**Recommendation:** It is recommended that the committee review the revised cost allocation plan and consider approving.

1. **City of Lumberton Grant**

**Background:** The Board of Directors must approve grants awarded to RCPC.

**Issue:** RCPC received notification that the City of Lumberton awarded a one-time grant of $12,500.00 to Exploration Station the 2018-2019 grant year.

**Recommendation:** It is recommended that the committee consider accepting the one-time grant from the City of Lumberton.

1. **Treasurer’s Report**

**Background:** The Executive Committee reviews the financial report for RCPC.

**Issue:** The treasurer’s report for the 2018-2019 fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

**Non-Action Items**

**Announcements**

**Adjournment**

The next meeting will be held on Tuesday, May 21, 2019.